

## Explanation of a Process: Rubric

The following rubric should give you ideas about writing and evaluating an explanation of a process paper.

<i>Very Effective</i>	<i>Effective</i>	<i>Somewhat Effective</i>	<i>Ineffective</i>
<ul style="list-style-type: none"> <li>identifies all of the essential steps in a process and presents them in a logical order</li> </ul>	<ul style="list-style-type: none"> <li>identifies the major steps in a process and presents them in a logical order</li> </ul>	<ul style="list-style-type: none"> <li>identifies most of the major steps in a process; may present a few of them out of order</li> </ul>	<ul style="list-style-type: none"> <li>omits important steps in a process and/or presents steps in a way that creates confusion</li> </ul>
<ul style="list-style-type: none"> <li>describes all major steps in detail, pointing out significant and/or unique features to provide readers with a detailed understanding of the process</li> </ul>	<ul style="list-style-type: none"> <li>describes each step, including information necessary to provide readers with a clear understanding of the process</li> </ul>	<ul style="list-style-type: none"> <li>provides some information about each step, giving readers only a general sense of the process</li> </ul>	<ul style="list-style-type: none"> <li>provides little, if any, explanation of each step, conveying no clear sense of the overall process</li> </ul>
<ul style="list-style-type: none"> <li>artfully establishes the authority of the writer</li> </ul>	<ul style="list-style-type: none"> <li>establishes the authority of the writer</li> </ul>	<ul style="list-style-type: none"> <li>attempts to establish the authority of the writer, but does not fully accomplish the goal</li> </ul>	<ul style="list-style-type: none"> <li>fails to establish the authority of the writer</li> </ul>
<ul style="list-style-type: none"> <li>creates interest and conveys the importance of the process</li> </ul>	<ul style="list-style-type: none"> <li>creates interest and/or conveys a sense of the importance of the process</li> </ul>	<ul style="list-style-type: none"> <li>attempts to create some interest and to convey some importance of the process, but neither is firmly established</li> </ul>	<ul style="list-style-type: none"> <li>fails to create interest or to convey the importance of the process</li> </ul>
<ul style="list-style-type: none"> <li>has a highly developed and logical organizational scheme that fits the process and the audience</li> </ul>	<ul style="list-style-type: none"> <li>is organized appropriately for the given process and audience</li> </ul>	<ul style="list-style-type: none"> <li>is organized in an inconsistent manner or is somewhat inappropriate for the process or audience</li> </ul>	<ul style="list-style-type: none"> <li>is organized inappropriately or ineffectively for the given process and audience</li> </ul>
<ul style="list-style-type: none"> <li>contains interesting and varied vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>contains appropriate vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>contains workable, but not fully effective, vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>contains simplistic and/or incorrect vocabulary which may interfere with communication</li> </ul>
<ul style="list-style-type: none"> <li>contains varied sentence structure</li> </ul>	<ul style="list-style-type: none"> <li>contains sound sentence structure</li> </ul>	<ul style="list-style-type: none"> <li>sentence structure demonstrates problems and/or lacks variety</li> </ul>	<ul style="list-style-type: none"> <li>sentence structure problems interfere with communication</li> </ul>
<ul style="list-style-type: none"> <li>has few, if any, mechanical errors</li> </ul>	<ul style="list-style-type: none"> <li>has some mechanical errors, but none that interfere with understanding</li> </ul>	<ul style="list-style-type: none"> <li>has some mechanical errors that interfere with understanding</li> </ul>	<ul style="list-style-type: none"> <li>has many mechanical errors that interfere with understanding</li> </ul>